RECORDS MANAGEMENT PROGRAM SCOPE OF THE RECORDS PROBLEM

RECORDS CREATION
I. Total number of forms Agency-wide today
2. Total documents received from other Agencies annually
3. Cables transmitted Agency-wide last year
4. Dispatches produced last year
FILES MAINTENANCE
l. Volume of records on hand Agency-widecubic feet.
2. Cost of a four-drawer safe \$
3. Average cost for a square foot of office space per year \$
4. Floor space required for a filing cabinet; for a man
RECORDS DISPOSITION
I. Volume of records in Agency Archives and Record Center cubic feet.
2. Number of reels of microfilm in the Records Center
3. Volume of authorized records disposal last year:
By Offices; at Center: Total